

# Fiscal Year 2006 CRAC Business Plan

## West Virginia

<i>Action Item</i>	<i>Start Date</i>	<i>Ending Date</i>	<i>Responsibility</i>	<i>Percentage Completed</i>	<i>Comments</i>
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### Goal 1: Deliver services fairly and equitably

#### Objective 1-1 Oversight of program and service delivery

Complete Civil Rights Compliance Reviews in FO. A CRAC Representative will participate in all WV CR compliance reviews (1 or 2 members of the CRAC)			Cole/Shrader	75%	
South Area	10/1/2005	9/30/2006	CRAC	100%	Complete
East Area	10/1/2005	9/30/2006	CRAC	0%	
West Area	10/1/2005	9/30/2006	CRAC	100%	Complete
The CRAC will review the awards for FY2005 to see if they were given in a fair and just manner in accordance with CR and EEO policy	10/1/2005	9/30/2006	HRM/CRAC	100%	Complete
Ammend the CRAC By-Laws to include Veteran's SEPM	10/1/2005	3/30/2006	Cole/Shrader	100%	Complete

### Goal 2: Provide Information on diversity

#### Objective 2-1 Offer information and awareness to NRCS employees and the public

The WV Civil Rights website, located on the WV NRCS home page, will be maintained	10/1/2005	9/30/2006	Shrader/Cole/PAS	100%	Complete
Each SEPM will submit one article to "News and Views" or send information directly to employees via e-mail.	10/1/2005	9/30/2006	SEPM's/PAS	100%	Complete
A CRAC representative will attend the quarterly Principle Staff Meetings to inform management of ongoing activities.	10/1/2005	9/30/2006	Cole/Shrader	0%	None scheduled
Mentoring program website in place	10/1/2005	9/30/2006	Cole/Shrader/PAS	100%	Complete
A member of the CRAC (SEPM) attend a minimum of one (1) areawide staff meeting to inform employees of the activitiy of the CRAC	10/1/2005	9/30/2006	Cole/Shrader	100%	Complete
Development of PowerPoint presentation on WV Civil Rights to familiarize new and existing employees with the purpose of the CRAC.	10/1/2005	3/1/2006	Cole/Shrader	80%	

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<b>Goal 3: Recognition</b>					
<b>Objective 3-1 Recognition of Civil Rights efforts</b>					
Review of submittals of nominations for the Civil Rights award	—	9/30/2006	CRAC	N/A	
<b>Objective 3-2 Assist with employment efforts and recruitment</b>					
The CRAC will assist in the development of the Affirmative Employment Plan (AEP) as requested.	10/1/2005	9/30/2006	HRM/CRAC	100%	Complete
Assist with outreach as requested by HR.	10/1/2004	9/30/2005	SAO/CRAC/SEPM's	100%	Complete
Assist with the development of a Recruitment Plan as requested by HR.	10/1/2004	9/30/2005	SAO/HRM	100%	Complete
<b>Objective 3-3 Assist with training efforts</b>					
The CRAC will review training requests and training approvals after approval by the training committee.	10/1/2005	9/30/2006	Cole	100%	Complete
SEPM Training for all new SEPM's			Cole/Shrader	N/A	Budget Constraints
Disability Emphasis Program Manager	-	9/30/2006	Kerr	100%	
Native American/Alaskan Native	-	9/30/2006	Jones	N/A	
Hispanic Emphasis Program Manager	-	9/30/2006	Gardner	100%	
The CRAC will assist with implementation and oversight of the mentoring program.			HR/CRAC	70%	
Inform field staff through Area meetings				100%	
Mentoring training provided to the field.	10/1/2005	9/30/2006	HR/CRAC	N/A	Budget Constraints
Mentoring website with FAQ's	10/1/2005	9/30/2006	HR/CRAC/PAS	100%	
<b>Goal 4: Other Items of Statewide Importance</b>					
<b>Objective 3-4 Policy</b>					
Complete other CR activities as directed by NHQ and Agency Policy	10/1/2005	9/30/2006	SAO/CRAC	100%	